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ABSTRACT

Based on extensive field experience, this two-part book is intended to be a practical guide for maximizing participative training methods. The first part of the book looks at the principles and the core skills involved in participative training. It shows how trainee participation corresponds to the processes of adult learning and describes each specific skill, including the relevant psychological models. The skills include planning and preparation, briefing, monitoring, reviewing, feedback, and dealing with people. The second part of the book devotes a chapter to each of the following 11 participative training methods: (1) question and answer; (2) buzz group exercises; (3) syndicate exercises; (4) case studies; (5) demonstration role plays; (6) skills-practice role plays; (7) projects; (8) discussions; (9) game simulations and outdoor training; (10) fishbowl exercises and behavioral games; and (11) experiential exercises. Chapters explain what the method is, why and when it is used, how to apply the core skills in relation to the method, and how to deal with potential problems. At the end of each chapter, a skills checklist summarizes the guidelines presented in that chapter. A final chapter covers the support activities of introductions, ice-breakers, establishing wants and needs, energizers, and closers. The book ends with a comprehensive matrix showing which method is most suitable for meeting which objectives. (KC)

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